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Committee for Programme and Coordination
Forty-first session
Organizational session
2 May 2001
Item 2 of the provisional agenda*
Adoption of the agenda and organization of work

Current notional costs of documentation and utilization of interpretation services

Note by the Secretariat

In accordance with paragraph 9 (a) of General Assembly resolution 50/206 C of 23 December 1995, and General Assembly resolution 32/71 of 9 December 1977, the Secretariat is submitting herewith for the attention of the Committee for Programme and Coordination the current notional costs of documentation and the utilization of conference resources by the Committee during its fortieth session, at its organizational session, on 2 May 2000, and at its substantive session, held from 5 to 30 June 2000 (part I) and from 21 to 29 August 2000 (part II).

		United States dollars
1.	One page of documentation in six languages	1 018
2.	One hour of meeting time with interpretation in six languages and support services	1 774
3.	One hour of meeting time with interpretation in six languages, support services and summary records in three languages	3 120
4.	One hour of meeting time with interpretation in six languages, support services and summary records in six languages	4 448
5.	One hour of meeting time with interpretation in six languages, support services and verbatim records in six languages	7 478

* E/AC.51/2001/1.

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Utilization of conference-servicing resources by the Committee for Programme and Coordination during its fortieth session, held in 2000

Week of	*A*	*B*	*C*	*D*	*E*	*F*	*MR*	*PAF*	*UF*	*Minutes*
Organizational session										
2 May	1	0	0	1	0	0.15/1.10	100	100	53	85.00
Part I										
5 to 9 June	10	0	4	6	1	1.45/1.05	60	60	61	170.00
12 to 16 June	10	3	1	12	0	2.20/0	120	60	86	140.00
19 to 23 June	10	5	0	15	0	2.30/0.15	150	50	94	165.00
26 to 30 June	10	14	0	24	0	3.50/0	240	(40)	95	230.00
	41	22	5	58	1	10.40/2.30	141	34	87	790.00
Part II										
21-25 August	14	0	4	10	0	2.20/1.40	71	71	62	240.00
28-29 August	6	0	4	2	0	1.00/2.35	33	33	13	215.00
	20	0	8	12	0	3.20/4.15	60	60	47	455.00
Total	**61**	**22**	**13**	**70**	**1**	**14.0/6.45**	**115**	**43**	**77**	**1 245.00**

Notes

A — Number of meetings planned by a given organ at a scheduled session;
B — Number of additional meetings held during the session;
C — Number of meetings cancelled during the session;
D — Number of meetings actually held;
E — Number of unrelated reassignments;
F — Amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes (e.g., 5.25 = 5 hours and 25 minutes));
MR — Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);
PAF — Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);
UF — Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - (F/3)}{(A+B)} = UF$$

In the foregoing calculation, the number of hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of unrelated assignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held.